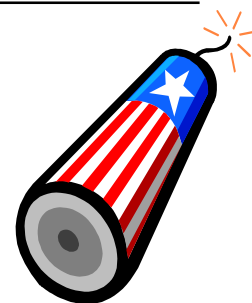




HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

<http://amp.nrl.navy.mil/code1800/>

July 2001



Important Employee Action Items

Human Resources Service Center Northeast (HRSC-NE) Contacts

(See Page 13 for details)

TSP Open Season May 15 – July 31, 2001

Reminder – TSP Open Season changes received by the HRSC-NE after July 20, 2001 will not be processed until conversion to the new personnel processing system.

Music on the Mall July 18

Mammogram Van July 9 (Call Roxanne at 767-6737)

Blood Drive July 27 (Call Dennis at 767-0493)

Announcement of Awards (See Page 8 for details)

Upcoming Training Dates (See Page 9 for details)

NRL DEMO on the web at
[http://amp.nrl.navy.mil/hr-
demo/](http://amp.nrl.navy.mil/hr-demo/)

Thrift Savings Plan (TSP) Rollovers Available July 1, 2001

Public Law 361 permits the TSP to accept rollovers from qualified retirement plans and conduit Individual Retirement Accounts (IRA) that were set up to accept distributions from qualified retirement plans. Agencies are not involved in the process because participants will deal directly with the TSP Service Office. Rollovers will be processed beginning July 1, 2001. The rollover form will be available from the TSP website www.tsp.gov by mid-June or through the TSP Service Office (see last paragraph for address and phone number).



Can I transfer money from an existing retirement plan to the TSP?

Yes. Whether you are an active or separated Federal employee you can roll over (i.e., transfer) money from a qualified retirement plan or a conduit IRA into your **existing** TSP account. However, if you are separated from service, you can still roll over money into your TSP account unless you have already made a full withdrawal of your account or are receiving monthly payments.

The TSP can accept funds only from a qualified retirement plan (or its designated financial institution) or a conduit IRA that was set up to accept
Continued...

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*****New Articles of Interest*****

TSP Rollovers...

Continued...

your distribution from a qualified retirement plan. Also, the money that you are rolling over must be considered an "eligible rollover distribution" under the Internal Revenue Code. If you are considering a rollover, you should check with the administrator of the plan from which you wish to transfer the money (or your tax advisor) to ensure that the funds are eligible for rollover. Note: Rollovers consist only of "before tax" money. "Before-tax" money is the money you contribute that is taken out of your pay before Federal taxes and, in almost all cases, state income taxes are calculated. Rollovers will be subject to income tax when they are eventually paid to you from your TSP account.

How do I roll over money into my TSP account?

There are two methods for rolling over money into your TSP account from a qualified retirement plan or a conduit IRA. **If you have not received the money from your former plan, but wish to have the plan or conduit IRA transfer money** directly to the TSP, you will have to complete Form TSP-60, (Request for a Rollover into the TSP) and give it to the administrator of the plan or conduit IRA so that he or she can certify that the distribution is eligible for transfer to the TSP. Your former plan can then send the completed Form TSP-60 and the funds to the TSP Service Office. In this situation, the money is transferred to the TSP before taxes are withheld.

If you receive the money from your former plan before you decide to roll it over into the TSP, you will have 60 days to complete the rollover,

beginning on the date you receive the funds. After that, the distribution will not be eligible for rollover. You may roll over all or part of the distribution. However, because your former plan should have withheld the appropriate amount of taxes when it sent you the distribution, you will have to make up the difference from your own funds if you want to roll over the entire amount.

To roll over the distribution you received into the TSP, you will need to complete Form TSP-60. You must specify the date on which you received the distribution from your former plan and have the administrator of your former plan or conduit IRA certify on the form that the funds are eligible for transfer to the TSP. **You** must submit the form to the TSP along with a certified check, cashier's check, cashier's draft, money order or treasurer's check from a credit union made out to the Thrift Savings Plan for the entire amount you are rolling over.

The TSP must receive the form and the guaranteed funds within 60 days of the date you received the funds.

What happens to my rollover when it is deposited into the TSP?

Once the TSP receives a properly completed Form TSP-60 and the check for guaranteed funds, the funds will be invested according to your most recent contribution allocation.

Rollover funds will be treated as employee contributions, but they will not be subject to the Internal Revenue Service annual elective deferral limit. Once the money is rolled over, it will be available for the same purposes as the rest of your employee contributions. It will **not** be segregated from the rest of the money in your account, and any

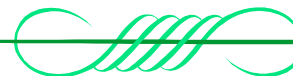
elections you make will apply to your entire account balance without distinction as to the money rolled over.

Rollovers will be subject to the same rules and regulations as other employee contributions to the TSP. For example, spouses' rights rules affect all the money in your account, including money that was rolled over.

In addition, because a rollover becomes part of your account, it can be subject to a court order against your account.

What is the address of the TSP Service Office?

TSP Service Office
National Finance Center
P. O. Box 61500
New Orleans, LA 70161-1500
Telephone: (504) 255-6000



HRO HIGHLIGHTS

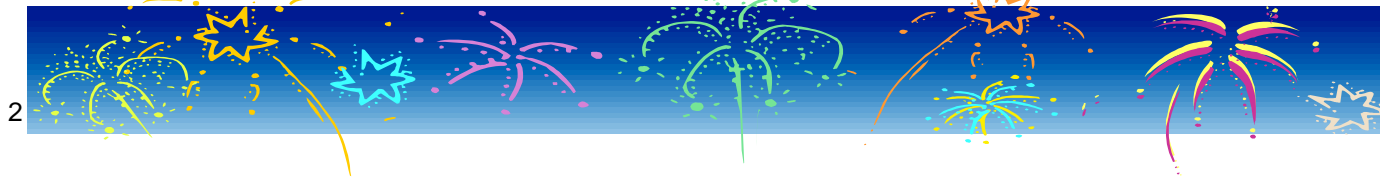
Naval Research Laboratory
4555 Overlook Ave., SW
Washington, DC 20375-5320

Editor, Code 1850
Roxanne E. Drake
(202) 767-6737
rdrake@hro1.nrl.navy.mil

Published monthly serving
ONR, NRL-DC, and NRL-
SSC/Monterey

Graphics
Michelle J. Ryan

Director of Strategic
Workforce Planning
Betty A. Duffield



What's New on the Employee Relations Website



Jan Walker
Code 1850

Employees and supervisors can benefit from checking out the Employee Relations menu at <http://amp.nrl.navy.mil/code1800/-ERMENU.htm>.

By clicking on *Dispute Resolution/Grievances and Appeals*, employees and supervisors will find a description of HRO services that help them resolve grievances, EEO complaints and other employee concerns. For employees and supervisors, we've included documents that address principles for healthy work relationships and improving work dynamics. For supervisors, we've included tips to help you resolve employee concerns, as well as samples and writing tips for officials who draft grievance decisions and fact-finding reports.

The site also includes links to NRL grievance and discrimination complaint procedures, the NRL Hotline and EEO Programs, and links to the following Federal Government sites: Merit Systems Protection Board, Equal Employment Opportunity Commission, and the Office of Special Counsel.

The following are some new additions to the Health/Life Insurance; Retirement/TSP page:

- Processing Your Retirement Application
- Refund of Retirement Deductions
- Deposits/Redeposits for CSRS Employees
- Social Security and Divorced Spouses
- Voluntary Retirement Contributions
- Faster Contribution Allocations for Your TSP
- State Tax Treatment of Federal Annuities
- Calculating the Tax-Free Amount of Your Annuity

- Government Pension Offset
- Windfall Elimination Provision
- FEGLI Coverage for Foster Children
- FEHB Coverage for Foster Children
- TSP Rollovers

Painless Weight Loss

Roxanne E. Drake
Code 1850

Did you know that simply moving more every day will make a huge difference in your weight over time? Since most Americans are sedentary, simply changing a few small habits will have big results in the long run. So do these things, and lose weight without abstaining from the food you are already eating.

- Walk around the house during TV commercials to burn more calories (rather than burying your head in the cushion.)
- Don't drive-thru. It's bad enough to scarf that food, but at least get out and walk for it.
- Don't park your car in the closest parking spot near the store. Park further away than usual.
- Do the portable phone workout. Instead of lying on the couch talking, walk around the house and stretch while chatting.
- Do three physical chores a day. Sweeping, dusting, and washing windows will keep the body moving.
- Move while you wait. In line, on escalators, or at the bus stop, do calf raises and keep moving.



Harmonizing the Workplace Through Mediation

Lynda Heater
Code 1850

Conflict is a natural part of life. And since we are alive at the workplace (hopefully, that is), conflict resides here also. While everyone engages in conflict, how we handle it varies widely. We may be aggressive and

combative until we feel we have won our point; we may decide our conflict is out of our control and expect someone in the management chain to handle it; or we may recognize our own capacity to find at least partial resolution and sometimes full resolution to any conflict that is affecting us personally. Resolutions to conflict may range from an improvement in our view of the situation to an agreement that results in all involved parties' interests being satisfied.

The March 2001 Highlights and Training Notes provided information on a dispute resolution option called the mediation process. The mediation process does not declare winners or losers. It's a tool to enhance communication and cooperation with the goal of helping the parties (supervisor and employee, co-worker and co-worker, etc.) explore compromises or redefine their concerns or dispute in a way that helps them reach a mutually-satisfactory solution.

If you are currently experiencing a workplace conflict and are confident that you have the ability to create solutions for yourself, you may be interested in the mediation process. Even if you only wish to improve a working relationship that hasn't yet developed into a conflict, mediation may be useful. Certainly mediation is a useful tool before contemplation of filing a formal grievance, appeal or EEO complaint becomes necessary.



Mediators are neutral trained facilitators located in either the EEO Office or the Employee Relations Branch. You may contact Lynda Heater, Employee Relations Branch on (202) 404-7960 or

Lori Hill, Equal Employment Opportunity Branch on (202) 767-8390, to explore your options of resolution through the mediation process.

Human Resources Call Center (HRCC)

The Fiscal Year 2001 Defense Appropriations Act authorized money for a contractor-supported national employee benefits Call Center. The HRCC will be piloted in the Machias Bay region, Maine and will provide Federal Employees Health Benefits (FEHB), Federal Employees Group Life Insurance (FGLI), and Thrift Savings Plan (TSP) services to civilian employees serviced by the HRSC-NE. The pilot is expected to last from one to three years, during which time an assessment will be made as to its effectiveness. The process for awarding a contract is underway. Once awarded, an operational date will be publicized.

The HRCC, as conceived, will use both a phone-based Interactive Voice Response System and a web-based Electronic Benefits Informative System to allow employees to effect FEHB, FGLI, and TSP transactions. During transaction processing, the employee will have the option, if necessary, of speaking to an HRCC counselor who will provide assistance in completing the transaction. Retirement and death benefits counseling and processing will remain with the HRSC-NE.

As more information is received, it will be provided to you in future Highlights and Training Notes or Labstracts issues, as well as on the NRL website.

Federal Employees' Group Life Insurance (FGLI): Coverage for Foster Children

Background: Since October 30, 1998, foster children are included as family members if they live with the employee (or retired annuitant) in a regular parent-child relationship.



What are the requirements for a foster child's eligibility? The requirements for a foster child to be eligible for coverage under Option C are the same as those for a foster child to be covered under the Federal Employees Health Benefits (FEHB) Program.

These requirements are:



- The child must be unmarried and under the age of 22 (if the child is over 22, he/she must be incapable of self-support because of a disabling condition that started before age 22);
- The child must be living with the employee;
- The parent-child relationship (see definition below) must be with the employee, not the biological parent;
- The employee must be the primary source of financial support for the child; and
- The employee must expect to raise the child to adulthood.

A child placed in your home by a welfare or social service agency under an agreement where the agency retains control of the child or pays for maintenance does **not** qualify as a foster child.

What is meant by a parent-child relationship? A regular parent-child relationship means that you are exercising parental authority, responsibility, and control over the child by caring for, supporting, disciplining, and guiding the child including making decisions about the child's education and health care.

Note: There is no prohibition against a foster child's biological parent living in the employee's home. Nor is there any prohibition against a biological parent providing some financial support. However, the parent-child relationship must be with you and the primary source of support must be you.

What about grandchildren? Grandchildren, as such, are not eligible family members. However, grandchildren can qualify as foster children if all the requirements are met. This means the grandchild must be living with you; you must be the primary source of financial support for the grandchild; the parent-child relationship must be with you, not with the biological parent; and you must expect to raise the grandchild to adulthood.

What does an employee have to do to get a foster child covered? You must sign a certification stating that the foster child meets all the requirements and stating that you will notify the appropriate office when the child marries, moves out of the home, or stops being financially dependent on you. If you are an NRL or ONR employee you must notify the HRSC-NE Code 51.1, 111 South Independence Mall East, Philadelphia, PA 19106-2598.

What happens if the foster child moves out of the employee's home to live with a biological parent? If the foster child moves out of your home to live with a biological parent, that child loses eligibility under Option C (as well as under FEHB). That child cannot again be covered as a foster child unless the biological parent dies, is imprisoned, or becomes unable to care for the child due to a disability, or unless you obtain a court order taking parental responsibility away from the biological parent.

What if an eligibility determination hasn't been made yet? If an eligibility determination has not yet been made, you can request the certification form from the HRSC-NE on 215-408-4431; DSN 243-4431, so that eligibility can be established.

Is acquiring a foster child considered a life event? Acquiring a foster child is a life event that allows you to elect Option C or to increase
Continued...

FEGLI Coverage for Foster Children

Continued...



the multiples of Option C. The same 60-day time limit for making the election applies as for acquiring any other eligible family member. **However**, a child may be in your home a while before you decide that you are going to raise the child to adulthood, or that you are going to be supporting the child on an ongoing basis - in other words, before the requirements for the child's eligibility are met. Therefore, the 60-day time frame for electing Option C will begin on the day you complete the certification form. Option C coverage will then become effective on the later of:

- the date the Life Insurance Election, SF-2817 is received (if it is received within 60 days after you complete the certification), or the date the certification is received (if you submitted the SF-2817 before the certification).

NOTE: If you already have a foster child certification on file for FEHB coverage, you don't have to complete a new certification for FEGLI provided you already have Option C. Your foster child will automatically be covered. A new certification is required, however, if you don't have Option C and want to elect it. If you don't complete a new certification, there is no way to start counting the 60-day time limit.

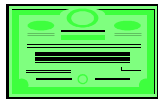
Can a foster child receive benefits under the natural order of precedence when an employee dies? No. While foster children are considered eligible family members for coverage under Option C, they are **not** included under the order of

precedence for receiving benefits when you die. If you want your foster child to receive FEGLI benefits upon your death, you must still complete a designation of beneficiary form.



Savings Bonds..... (value in a .com world)

Roxanne E. Drake
Code 1850



Once upon a time (okay, it was actually just a few months ago) it was thought that the quickest and surest way to get rich quick was to invest in your friendly, neighborhood Internet startup. Fortunes were there to be made - in fact, many had been made, at least on paper - on .coms with a great idea, a business plan, but no visible profits.....at least, not yet.

Well, that was then. Now fortunes have been lost, business plans didn't pan out, and the latest word in investing is one that had seemingly gone out of favor - *value*.

As easy money becomes harder, the value of saving is also making a comeback. A growing number of activities are promoting saving, especially for retirement. And the big news of the day is that millions of dollars in existing savings are not earning the interest rates they could and should.

Where is there value in saving? One place is the **U.S. Savings Bonds Programs**. Today's Savings Bonds provide a better rate of return, while being even easier and more convenient to buy than ever. There are different ways to buy Bonds. The easiest is to buy through payroll deductions. But Bonds can also be purchased over-the-counter through financial institutions, or through the automatic debit of checking or savings accounts. You can even buy them on-line.

Making a difference

As the old man walked the beach at dawn he noticed a youth ahead of him picking up starfish and flinging them into the sea. Catching up with the youth, he asked him why. The answer was that the stranded starfish would die if left in the morning sun. "But the beach goes on for miles and there are millions of starfish," countered the old man. "How can your effort make any difference?" The young man looked at the starfish in his hand and threw it to the safety of the waves. "It makes a difference to this one," he said.

-From *The Sower's Seeds*, by Brian Cavanaugh

Two types of Savings Bonds are now available to employees, the inflation-indexed **Series I** and the traditional **Series EE**. The Series I is sold at face value, and earns a fixed interest rate - currently 5.92% - plus inflation every six months, making the money saved invulnerable to inflation and then some. The 4.50% Series EE Savings Bond rate is in effect for bonds issued on or after May 1, 1997, that enter semiannual earnings periods from May through October 2001. The rate is 90% of the average 5-year Treasury securities yields for the preceding six months. A new interest rate will be announced November 1. Both come in denominations ranging from \$50 - \$10,000; both are tax advantaged with interest exempt from state or local income tax, while Federal tax can be deferred until they are cashed or reach final maturity; and both provide liquidity, meaning that savings can be readily available for employees in times of need.

You can buy Bonds and obtain information about them by visiting the Savings Bonds website at www.savingsbonds.gov. This site contains valuable information such as detailed information about each type of Bond, online services, calculators, how to find out what your Bonds are worth, FAQ's, contacts, current rates, etc.

So, if the risks of the new economy are too much for you, or if your .com investment needs to be balanced by an investment of unquestioned value and safety, Savings Bonds can provide an answer. You may not get rich quick, but Bonds can enhance your chances of reaching your savings goals, whatever they are.

Continued Coverage Under the Federal Employees Health Benefits (FEHB) Program for Disabled Children over Age 22

Under FEHB law, a child's FEHB coverage ends at age 22 unless the child is determined incapable of self-support because of a physical or mental disability that existed before age 22. The Office of Personnel Management's (OPM) regulations permit either the employing office or the FEHB carrier to make determinations of incapacity when the child's medical condition appears on the following list prepared by OPM:

- AIDS – Center for Disease Control classes A3, B3, C1, C2 and C3 (not seropositivity alone)
- Any malignancy with metastases or which is untreatable
- Inborn Errors of Metabolism with complications such as the following:
 - Phenylketonuria
 - Homocysteinuria
 - Primary hyperoxaluria
 - Adrenoleukodystrophy

- Tay-Sachs disease
- Nieman-Pick disease
- Gaucher disease
- Glycogen storage diseases
- Mucopolysaccharide disease
- Lesch-Nyhan disease
- Xeroderma Pigmentosa
- Ectodermal Dysplasia
- Chronic neurological disease, whatever the reason with severe mental retardation or neurologic impairment, for example:
 - Encephalopathies
 - Cerebral Palsy
 - Uncontrollable Seizure Disorder
- Severe acquired or congenital heart disease with decompensation which is not correctable
- Severe mental illness requiring prolonged or repeated hospitalization
- Severe juvenile rheumatoid arthritis
- Osteogenesis imperfecta
- Chronic hepatic failure
- Chronic renal failure
- Severe autism
- Severe Organic mental disorder
- Mental Retardation with IQ of 70 or less
- Advanced muscular dystrophy



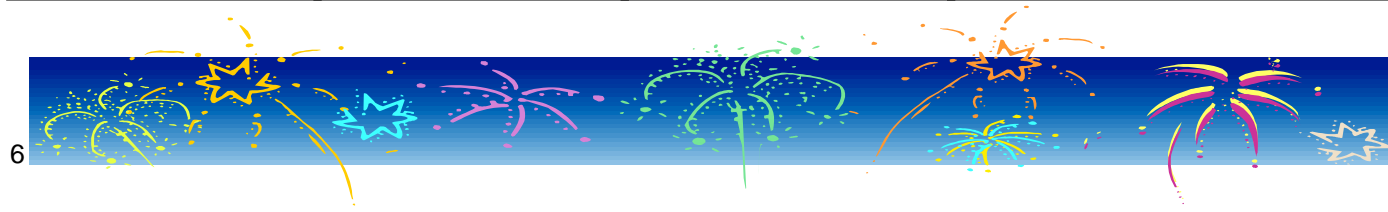
If an enrollee contacts his or her FEHB insurance carrier instead of the employing office (Human Resources Service Center, Northeast (HRSC-NE)) for a child over age 22, and the child's condition began before age 22 and appears on the list provided by OPM, the carrier may approve continued coverage for the child. If the child's condition does not appear on the list, the carrier will refer the enrollee to the employing office. If the enrollee's FEHB insurance carrier approves continued coverage for an enrollee's child over age 22, they will send the notice of approval to the enrollee and advise the enrollee to give a copy of the notice to his or her employing office. Once this notice is provided to the employing office it will be included with the enrollee's FEHB enrollment documentation in their Official Personnel Folder. If you have any questions, please contact HRSC-NE on 215-408-4431 or DSN 243-4431.



**Independence Day
July 4**

Test your wits against these word riddles, which – when read properly – produce familiar words or phrases.

1) EGGS EASY	5) GROUND FEET FEET FEET FEET FEET	9) CYCLE CYCLE CYCLE	Answer Key: 1) eggs over easy 2) crossroads 3) I understand 4) space program 5) six feet underground 6) long underwear 7) he's beside himself 8) one in a million 9) tricycle 10) just between you and me 11) split level 12) little known fact
2) R ROADS A D S	6) WEAR LONG	10) J YOU U ME S T	
3) STAND I	7) HE'S/HIMSELF	11) LE VEL	
4) __PROGRAM	8) 1,000,1000	12) KNOWN FACT	



LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund	S Fund	I Fund
Jun 00	2.44%	2.07%	0.53%		
Jul 00	(1.56%)	0.89%	0.53%		
Aug 00	6.19%	1.46%	0.52%		
Sep 00	(5.27%)	0.64%	0.49%		
Oct 00	(0.40%)	0.66%	0.51%		
Nov 00	(7.87%)	1.65%	0.48%		
Dec 00	0.50%	1.86%	0.48%		
Jan 01	3.55%	1.65%	0.46%		
Feb 01	(9.12%)	0.87%	0.42%		
Mar 01	(6.33%)	0.51%	0.45%		
Apr 01	7.78%	(0.42%)	0.43%		
May 01	0.65%	0.61%	0.47%	1.42%	(4.13%)
Last 12 Months* 06/2000-05/2001	(10.55%)	13.18	5.93%	(4.88%)	(17.72%)

*The C, F, and G Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis. The S and I Funds were implemented in May 2001, so the twelve-month returns reflect the performance of the S and I Funds for May 2001 and the related Barclay's funds in which they are invested for the previous 11 months. Percentages in () are negative.

The monthly C, F, G, S, and I Fund returns represent the actual total rates of return used to allocate monthly earnings to participant accounts. Allocations are usually completed by the 4th business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The C, F, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.



Announcement of Awards

Nominations for the following awards are due as indicated below to the NRL Human Resources Office, Code 1850 or the ONR Training Branch. Contact these offices for detailed criteria.

Federal Executive Institute Alumni Association "Executive of the Year Award"

Due August 15, 2001



This award is given annually to one or more individuals, recognizing extraordinary achievements in executive management and leadership.

The criteria are as follows:

leadership of an organization that produced a major innovative achievement resulting in high quality public service; leadership of an organization during a period where service to the public was significantly improved in the areas of efficiency, economy and effectiveness due to the efforts and leadership of the nominee; and/or extraordinary results from a particularly sensitive and difficult executive assignment of major importance that has been achieved through great personal initiative, commitment, effort and competence.

The following award nominations may be submitted at anytime:

Secretary of Defense Meritorious Civilian Service Award



This is the second highest DoD award granted to career civilian employees who have distinguished themselves by exceptionally meritorious service of major significance to DoD.

Navy Distinguished Civilian Service Award (DCSA)

This is the highest honorary award that the Secretary of the Navy may confer upon a civilian employee of the DoN. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to DoN. **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance (DCA) nomination.**

Navy Superior Civilian Service Award (SCSA)

This is the highest honorary award that the Chief of Naval Research may confer on a civilian command employee. This award is granted to recognize superior civilian service or a contribution that has resulted in exceptional values and/or benefits to the DoN. This is the second highest honorary award under the Navy Incentive Awards Program.

DoN Distinguished Achievement in Science Award (DASA)

This award is granted to civilians by the Secretary of the Navy to recognize pioneering scientific achievements that are extraordinary and significant in nature and that contain a potential of far-reaching consequence (a "break-through"). **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance (DCA) nomination.**



Navy Meritorious Civilian Service Award (MCSA)



This is the highest DoN award that the NRL Commanding Officer may confer on a civilian employee. This award will be granted to recognize meritorious civilian service or a contribution that has resulted in high values and/or benefits to DoN. This is the third highest honorary award under the Navy Incentive Awards Program.

NRL Lifetime Achievement Award



This award was established for bestowal on a highly selective basis to a current NRL civilian employee or team of employees for their continual and extraordinary achievements in the sciences (or engineering) that contribute substantively to the knowledge and capabilities of the nation and the U.S. Navy during a lifetime as an NRL scientist or engineer.

NRL Award of Merit for Group Achievement

This NRL award may be given at any time for a group contribution comparable to one for which an individual would receive Navy Meritorious Civilian Service Award consideration.



TRAINING NOTES



NRL Toastmasters Training

Whatever your goals in life may be, your success depends on your ability to communicate. People who can verbalize their ideas so they are heard, understood, and acted upon, possess one of the most important qualities of life.

You, as an NRL employee or contractor, are fortunate to have two Toastmasters International Clubs at your doorstep. Both NRL Clubs have ongoing communications and leadership programs in which members learn by doing in an atmosphere of understanding and friendship. A basic manual is used for the first ten speeches. Twelve additional advanced manuals cover specific areas of communication, such as Technical Presentations, Speaking to Inform, The Discussion Leaders, Speeches by Management and The Entertaining Speaker. Please feel free to visit or join either NRL club.

Forum Club

First and Third Tuesdays
of every month
11:45 a.m. to 1:00 p.m.
West Dining Room, Cafeteria
Bldg. 28
POC: Dave Fromm
(202) 404-4670

Thomas Edison Club

Weekly on Thursdays
12 noon to 1 p.m.
Bldg. 207, Rm. 157 (Chemistry)
First Floor, Conference Room
POC: Leslie Chaplin
(202) 404-8105

Personnel Operations Branch Training Information

Training Coordinator: Cheryl Miller, Code 1810

Voice: (202) 767-8323 **Fax:** (202) 767-8311

Email: Cmiller@hro1.nrl.navy.mil

HRO Training Website:

<http://amp.nrl.navy.mil/code1800/TRNGMENU.HTM>

Employees are encouraged to develop their skills and continue to gain knowledge to enhance their job performance to better meet the needs of our organization as well as their own goals for growth. The Personnel Operations Branch of NRL-HRO continues to support and provide traditional and alternative methods of training for employees. Training opportunities will continue to be advertised on the HRO website, by email and in HRO Highlights. Comments, questions and suggestions are always welcomed and can be sent to Cheryl Miller.

REGISTRATION AND PAYMENT PRO- CEDURES

are described in NRLNOTE 12410 of September 12, 2000. Remember that submission of a DD-1556 or an In-House Nomination Form is only a nomination to attend; **you must receive a confirmation of course attendance before you are officially scheduled to attend the class of choice.** To receive confirmation, please include a current voice and fax number, as well as your email address at the top of the form. If you have not received a confirmation prior to the start of a class sponsored by the HRO, please contact Cheryl Miller.

*"I cannot teach anybody anything – I
can only make them think."*

---Socrates

ALTERNATIVE TRAINING SOURCES

Computational Support Services (CSS), Code 5595



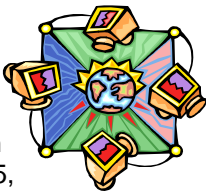
Did you know that studies about learning styles reveal that people are more inclined to remember what they see and do? Are you looking to improve your skills, techniques, or communication style to enhance your job performance or career progression? Do you find it impossible to attend the multiple days of training courses offered at NRL? Do you need beginning, intermediate or advanced training?

Rapidly changing technology makes learning essential to maintain competencies or to improve job performance. Alternative training is certainly not for every employee but it does offer a means for the beginning or advanced learner to seek refresher, convenient, or self-paced training. With deadlines approaching and hectic workdays, employees often find it difficult to set aside several days away from their office to attend traditional classroom training. Alternative training allows individuals to manage their training time at the location of their choice. Employees can train in their office, at home, or in a computer-lab environment in order to gain knowledge and continue to enhance their job performance.

CSS provides NRL employees and contractors access to a variety of **no cost** multi-media training material or computer-based training (CBT) to include topics such as project management, programming, human resources, web publishing and more. Available multi-media include VHS video, CD-ROM and books with accompanying diskettes. Please access the listing for further information on multi-media library offerings at website <http://snowshoe.nrl.navy.mil/scripts/training-library/item-listing.asp>. CBT is currently set up to run on Windows operating systems. This training will be available in the near future for MacIntosh or Unix systems. If you missed the introductory class offerings, would like to use our computer lab or require assistance, please email Cheryl Miller. A complete listing can be viewed at <http://amp.nrl.navy.mil/code5595/> and by clicking on the left side index Training link.

New Online Training Source

The Navy E-learning site has been officially launched by CNET as of May 15, 2001. All civilians can now access the courses and links to sites for career development, research and libraries at <http://www.navylearning.navy.com>. The library at this site includes a variety of personal and



professional development courses, which may be taken at **no cost** to you or your activity. Additional courses will continue to be added to this site, so be sure to check back for new offerings. Courses may be taken at home or at work with the approval of your supervisor. At the login screen enter the requested information. If you have any difficulty, the Desk/Customer Assistance Center can be reached at (877) 253-7122 (toll free); DSN 922-1828.

National Independent Study Center (NISC) Correspondence Training

Self-study allows employees to learn at their own pace at any location. In addition, the course materials often become invaluable reference sources after completion of a course. NISC offers more than 50 courses in English and writing, supervision, financial and project management, mathematics and statistics, human resources management, general skills and other areas. Please call (303) 236-8525; or email nisc@grad.usda.gov. A catalog is available at the HRO.

Graduate School, USDA

The government trainer, the Graduate School, USDA, has a professional, certified staff of trainers available for a variety of training. They are increasing their Information Technology staff in order to remain current with rapidly changing topics. For further information, please visit their website www.grad.usda.gov or call (202) 479-4970. In addition, they provide affordable, customized solutions to the challenges facing government managers in areas such as leadership, managing human capital; organizational change and knowledge management. For organizational development services, please call Gary Dzurec at (202) 314-3464 or visit the website at www.grad.usda.gov/programs_services/special/orgdev.cfm. A catalog is available at the HRO.



The Institute for Management Studies (IMS)

IMS conducts one-day management development seminars each month for the convenient and continuous management and leadership development of mid-level and senior managers. Each IMS seminar is an interactive workshop on a different topic, presented by a different speaker and attended by 60 to 100 senior managers from the federal government and large corporations. IMS speakers are faculty from major university business schools or are well-known and respected management consultants. IMS conducts its one-day management development seminars each

month in 21 cities in the US and 5 cities in Europe and Canada. Any Department of the Navy person can review the schedule of IMS seminars in any of these cities on their web page, www.ims-online.com, click on "Member Services and then enter the password "navy", and then click on the city where one is interested in attending seminars. To register for a seminar, call the IMS chairman listed under each city and then complete a DD Form 1556. Each of the monthly seminars costs \$225 and the additional or special seminars costs \$275 per person. As a corporate member, the Navy will not be charged for persons who registered to attend a seminar but at the last minute were unable to attend.

Leading Relationships: Getting Partnering Right. July 11, 2001 at Tysons Corner Holiday Inn

This seminar describes the skills necessary to build long term, mutually beneficial relationships – relationships that are the foundation of joint ventures, strategic alliances and partnerships. Developing productive long lasting relationships is no longer just for salesmen and attorneys, but it is now a leadership competency for executives partnering with internal divisions and outside companies. **Dr. Stephen Stumpf** is a Professor of Management at Villanova University's College of Commerce and Finance. Prior to this, he was the Dean of Professional Development at Booz Allen & Hamilton, a management and technology consulting firm. He was the Dean of the College of Business at Univ. of Tampa and for 16 years he was a professor at the Stern School of Business at NY University where he received an Outstanding Teaching Award.

Motivation, Cooperation and Trust: Management Approaches for Today's Realities. August 10, 2001 at Greenbelt Marriott

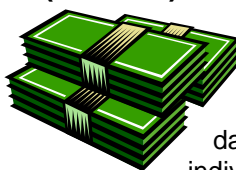
The old formal lines of authority are disappearing and management and motivation in the new organization depend on interpersonal competence. This session focuses on the interpersonal behaviors that lead to caring relationships of motivation, cooperation and trust. You will learn how to create and sustain motivation, how to inspire others to give their best, to accept your proposals and to work with you rather than against you. **Dr. Alan Zimmerman** is the founder of an international consulting firm and a dynamic speaker. His primary areas of expertise include peak performance, working relationships and workplace negativity. His clients include American Express, DHL, Ernst & Young, General Mills, IBM, 3M, Prudential and TAP Pharmaceuticals. He has taught at Mankato State Univ. and the Univ. of Minnesota and has been selected as an Outstanding Faculty Member at both universities.

Leading Continuous Change: Developing Action Plans and Strategies. August 24, 2001 at Greenbelt Marriott

This session will explore how successful leaders find change to be a catalyst to higher performance, while others find it to be disruptive. We will examine the most common responses to change, why some resist it, and how organizations adapt to change. Participants will learn five strategies for managers to effectively lead organizational change at all levels. **Mr. Peter Stark** is a consultant specializing in leadership development and negotiations and an instructor at San Diego State Univ. where he was chosen as an Outstanding Faculty member. His consulting clients include Allied Signal, Callaway Golf, Campbell Soups, Coca-Cola, Nokia Mobile Phones, Pizza Hut, and Ralston Purina. He is the author of Goal Setting: Creating Your Life's Dream, The Confident Leader, and It's Negotiable: The How-to Handbook of Win-Win Tactics.



Naval Financial Management Career Center (NFMCC)



The Department of Navy NFMCC conducts the Enhanced Defense Financial Management Course. This 5-day course, provided at **no cost** to individual or activity, is intended to improve the overall technical and managerial capabilities of the DoD financial management workforce. It will be offered in the Washington DC area several times during FY-01. Please visit their website for further information and course schedules at www.nfmc.navy.mil/edfmc.htm.

Human Resources Service Center-Capital Region (HRSC-CR)



ATTENTION MANAGERS OR SUPERVISORS... Looking for courses to meet your requirements for management training during your first year? Looking for courses to meet EEO requirements? Or, perhaps you are looking for courses to improve the productivity or project management of your office? The HRSC-CR presents courses at several sites including the Washington Navy Yard. Please visit their website at http://www.donhr.navy.mil/general/donhr_training.htm. If you are interested in attending a course, follow Registration Procedure #2 in NRLNOTE 12410 of September 12, 2000.

NRL-HRO TRAINING SCHEDULE

TO REGISTER for no-cost training, you must submit an In-House Nomination Form not later than two weeks prior to the course start date or **TO REGISTER for technical training at cost**, you must follow guidelines in NRLNOTE 12410 of September 12, 2000. Remember, you are not enrolled in a class until you receive confirmation. In order to receive confirmation, include a current voice and fax number, as well as your email address on your registration form. If you have **NOT** received a confirmation prior to the start of a class sponsored by the HRO, please contact Cheryl Miller. Contractors and other government personnel should contact Cheryl Miller for further information. **Cancellations** are accepted until two weeks prior to the course start date; cancellations received later than that or no shows will result in a chargeback to the Division for the per person fee.

COURSE: GENDER COMMUNICATION

This course is targeted toward professional career levels but it is open to others in the diverse employee population desiring to improve communication techniques.

Dates/Time/Location/Cost: Choose one session: July 20, 2001/9:00 am to 12:00/ Bldg. 72, Rm. 120 **OR** July 20, 2001/1:00 pm to 4:00 pm/Bldg. 72, Rm. 120/No cost for NRL employees; per person fee for other employees or no shows is \$233.00.

Description: This course will help meet the EEO requirement covered under the supervisory element. Mr. John Asher of Strategic Marketing Analysis will be returning to present this successful workshop. Interpersonal communications form the very basis for the way in which people relate to each other in virtually every context of life. The ability to communicate clearly, accurately, non-defensively, and persuasively is important to everyone. The interaction between sexes is done through verbal or non-verbal (visual) messages. Individuals translate these messages into their own minds but their perception is not always what was intended which leads to misunderstandings. These misunderstandings can be costly in time, productivity, and emotions. Join this workshop to explore the interaction between sexes and the ways in which gender communication can work to increase organizational effectiveness. Topics covered include effective listening techniques, recognizing and adapting to different personality types, means of communication, recognizing non-verbal clues while communicating verbally, and how the same words mean different things to members of the opposite sex.



COURSE: CONTRACTING OFFICER'S REPRESENTATIVE (COR) TRAINING

Dates/Time/Location/Cost: **DATES CHANGED TO:** July 24, 25, and 26, 2001/8:00 am to 3:30 pm/Bldg. 72, Rm. 120. (If you are registered for the June course, please email cmiller@hro1.nrl.navy.mil to confirm your request!) No cost for NRL employees; per person fee for no shows is \$400.00.



Description: Mr. Giancola of Procurement Training Associates will present this course for employees seeking appointment as a COR. There are no prerequisites; however, it is strongly recommended that the three-day course, Contracting at NRL: The Pre-Award Phase, be completed prior to taking this course. This course covers the relationship between contract type, contract administration and contract monitoring. The role of the COR at NRL, basic rules of contract interpretation, and resolution of problems in contract administration are discussed.

COURSE: SALES AND MARKETING STRATEGIES FOR SCIENTISTS AND ENGINEERS

Dates/Time/Location/Cost: September 17 and 18, 2001/8:00 am to 4:30 pm/Bldg. 72, Rm. 120/No cost for NRL employees; per person fee for no shows is \$533.00.

Description: John Asher, President, Strategic Marketing Analysis returns to present this highly successful training course. This workshop will cover "best commercial practices", important processes that directly affect our business here at NRL. This workshop will teach step-by-step how to research the buyer, use selling principles, prepare the seller for the sale, make the telephone call to set up the meeting, use a three-step sales interview process, keep current clients delighted, use strategic marketing planning, and practice customer service.



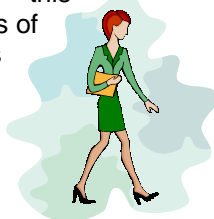
COURSE: EFFECTIVE BRIEFING TECHNIQUES

DATES CHANGED TO: August 21 –23, 2001 (If you registered for the September 17-18 dates, please email cmiller@hro1.nrl.navy.mil to reconfirm your request.)

Time/Location/Cost: 8:00 am to 4:00 pm/Bldg. 72, Rm. 120/No cost for NRL employees; per person fee for other employees or no shows is \$250.00.



Description: Ms. Jeannne Pasquariello, of Potomac Training Associates, has conducted highly successful training sessions at NRL of her course, "Effective Managerial Briefing and Presentation Techniques". The past presentations of this course received high evaluations and positive feedback from NRL employees. The instructor was rated high on presentation and content of this course; however, most employees felt the true benefit came from the instructor-led video taping and review of their presentation. Are you prepared to present decisive planning and leadership? Preparing data for a briefing is only half of the problem; presentation is the other and most important. Giving effective presentations is one of the first managerial skills a professional must acquire. In managing any project, presentations or briefings are used as a formal method for bringing people together to propose, plan, monitor and/or review progress. But, it puts you on display and opens the topic up for discussion and questions. Don't forget that your audience is busy; you must learn how to grab their attention and keep it without falling into the trap of presentation distractions. You must be able to capture and hold the attention of your audience in order to persuade them of the merits of your presentation and leave them with a thorough understanding. This course is designed for supervisors, project managers, or branch chiefs in the scientific or research areas at NRL. Other employees may attend on a space available basis. If you want to speak with greater confidence, project greater poise in delivery techniques, deliver a clear and focused presentation, and much more – then this workshop is for you! Utilizing videotaping with playback and participant activities combined with training manuals, this workshop prepares speakers at all levels of an organization to make presentations with effectiveness from any platform.



COURSE: MANAGEMENT I

Dates/Time/Location/Cost: September 11, 12, AND 13, 2001/ 8:00 – 4:30/Bldg 226, Rm. 113/No cost for NRL employees; per person fee for other employees or no shows is \$540.00.

Description: Dr. Raymond P. Cienek, President, Human Dynamics, (or designated instructor) presents this course designed for new supervisors in support, administrative, technical and/or research positions and supervisors desiring a basic course on the fundamentals of supervision. This course helps meet the NRL requirement for new supervisor training. Management I uses a modular format incorporating supervisory fundamentals on such topics as interpersonal communications, employee motivation, delegation, problem solving, and managing problem situations. The course incorporates a situational leadership-based concept, which integrates with management courses of higher levels. The course utilizes an experiential learning approach incorporating case study, roll play, and simulation – all reflecting the NRL environment. Participants can expect to enhance communications with subordinates, increase productivity, improve decision-making, gain greater insights into self and others within the NRL work environment, and promote enhanced teamwork.

Human Resources Service Center-Northeast (HRSC-NE) Benefits Contacts

The HRSC-NE has made some changes in points of contact for NRL and ONR employees benefits. Following are the branch hours, email address, and the current contacts:

Branch Hours: 7:00 am – 3:30 pm
Email: BENEFITS_NE@ne.hroc.navy.mil

Health Insurance Benefits:

Email above address or call Carol Burkett on (215) 408-4431; DSN 243-4431.

Life Insurance/TSP Benefits:

Email above address or call Duwanda Chavis on (215) 408-5619; DSN 243-5619.

Retirement Benefits:

Email above address or call Ken Bluford on (215) 408-5069; DSN 243-5069, or Marian Trivarelli on (215) 408-5074; DSN 243-5074.

Please note: The HRSC-NE is responsible for providing counseling on benefits and employees are responsible for mailing their own benefit enrollment or change forms to the HRSC-NE at:

Human Resources Service Center-Northeast
 Code 51.1
 111 South Independence Mall East
 Philadelphia, PA 19106-2598